

Policy Title:**Senior High Graduation Policy**

Policy Statement:

For a variety of reasons, some students leave their home communities to complete their senior high program of studies in a different location. A student who wishes to graduate from a specific TCSA high school, but is not currently a student there, may do so if they have successfully completed all necessary NWT graduation requirements.

Purpose:

The purpose of this policy is to provide guidelines governing the participation of students in school-based graduation ceremonies and celebrations in those instances when they will have completed grade 12 in another school.

Procedures:

1. The student must request to participate in the graduation ceremony / events of a specific school at least one month before the scheduled graduation ceremony. This request must be made directly to the principal of that school.
 2. The student shall provide supporting documentation demonstrating that all NWT graduation requirements have been met as of the mid-point of the second semester. Such documentation may include the student's current validation statement, and the student's grade 12 report cards to date (including that of mid-semester two which shows whether the student is on track to successfully complete the remaining courses needed for).
 3. The principal shall review all supporting documentation and request additional supporting documentation as necessary in accordance with routine school-based graduation requirements (i.e. a signed graduation contract, etc.)
 4. The student shall provide copies of all additional supporting documentation as requested.
 5. The principal shall confirm whether the student meets the graduation requirements, and will explain any areas of concern or confusion to the student and family members involved.
 6. The principal shall keep all on file all materials and documents pertaining to the request to graduate from that school until after the graduation ceremony has completed.
 7. The principal shall inform all relevant staff members if the student meets the requirements to participate in their grade 12 graduation ceremony and events.
-

Authorities:TCSA Act 13; Education Act

Approval Dates: March 10, 2015Chairperson: _____ CEO: _____
